



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – City of Tagbilaran

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 074 , s. 2023

February 17, 2023

REITERATION OF GUIDELINES ON THE SCHOOL CANTEEN OPERATION

To: Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In response to the recent food poisoning incident of school children in one of the Public Elementary Schools in the Division of Bohol, this Office would like to remind all School heads on its adherence to the Revised Implementing Guidelines on the Operation and Management of School Canteens and in the compliance with DepEd Policies on Food Safety in Schools as stated in DepEd Order No. 8, s. 2007 and DepEd Order No.52,s.2008 respectively.
2. It is emphasized that if there are foods in the canteen that are supplied on consignment basis, the following measures shall be instituted:
 - a. There should be a written agreement between the concessionaire and school head;
 - b. The school head should ensure that the food supplier has a business permit and sanitary permit;
 - c. The school head/canteen teacher should require a health certification for the food handlers;
 - d. The canteen teacher shall coordinate with the City Health Office on the periodic monitoring of food preparation and packaging;
 - e. Foods should be nutritious, safe and affordable; and
 - f. Thorough inspection of the consigned foods shall be made before serving/vending them at the canteen.
3. Furthermore, item 4 of DepEd Order no.8 provides:
 - a. Only nutrient-rich foods such as root crops, noodles, rice and corn products in native preparation, fruits and vegetables in season, and fortified food products labeled rich in protein, energy, vitamins and minerals shall be sold in the school canteen. Beverages shall include milk, shakes and juices prepared from fruits and vegetables in season.
 - b. The sale of carbonated drinks, sugar-based synthetic or artificially flavored juices, junk foods and any food product that may be detrimental to the child's health and that do not bear the Sangkap Pinoy seal and/or did not pass the FDA approval is prohibited.



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4. The school heads and teachers should encourage parents to prepare snacks for their children to eat during recess time.
5. The Division Medical Team and TLE/EPP Supervisor are enjoined to monitor compliance of the schools to food and safety standards and to report those who are not complying for appropriate action.
6. Enclosed herewith is a copy of the Food Safety Checklist to be accomplished by the monitoring team when they visit the school.
7. Immediate and wide dissemination of this Memorandum is desired.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent
Office of the Schools Division Superintendent



FOOD SAFETY CHECKLIST IN SCHOOL CANTEEN

- Sanitary Permit
- Health Certificate of canteen personnel
- Wearing of clean and proper attire (apron, hairnet) of canteen personnel
- Canteen personnel practice good grooming and personal hygiene
- Provision of hand-washing facilities
- Provision of Potable water supply
- Dining area is clean, well-lighted and well-ventilated
- Canteen is generally pest-free, odor-free, with screened windows and doors
- Daily sterilization of feeding paraphernalia (spoon, forks, cups, and glasses)
- Proper storage of foods, kitchen utensils
- Proper labeling of condiments
- Daily cleaning of canteen premises
- Provision of covered garbage cans/practice waste segregation
- Record of daily food inspection signed by canteen teacher and noted by the Principal